State Student Assistance Commission of Indiana

ssaci

January 2007

DIRECTOR OF GUIDANCE
«School_Name»
«Address»
«City», IN «Zip»

Dear Director of Guidance:

LETTER (A): CORE 40 AND ACADEMIC HONORS (CHIPS) NEW YEAR LETTER

Greetings of the new year from the State Student Assistance Commission of Indiana (SSACI) Grant Division staff. This letter contains information about the 2007 **C**ore 40 and **H**onors **I**nternet Update **S**ystem (**CHIPS**). Please share this letter with the staff members responsible for CHIPS data collection and input for CHIPS processing.

In an effort to conserve resources the instructions for the reporting process are not printed and mailed to each high school. The instructions and frequently asked questions section may be found on-line at the SSACI/CHIPS web site: http://www.in.gov/ssaci/highschool/ . If you have trouble accessing or printing the instructions and need a copy, one will be printed and mailed to you upon request.

Your high school User Name and Password, which is the same for both the CHIPS and Hoosier Scholar Award Internet Reporting programs, appear at the bottom of this letter. Please keep this confidential information in a secure location. Please also remember where that location is should you need to refresh your memory as to the correct User Name and Password at a later date.

Even if you have completed this Internet reporting process before, please take a few moments to review the instructions and the frequently asked question section before you begin. This may alleviate stress about the process as well as ensure greater accuracy and ease of reporting. If after reviewing the CHIPS instructions and sharing the information with your Information Technology staff (if necessary) you continue to have questions, please do not hesitate to contact Kathi Graves at the address information listed below.

Please be sure to submit the required information via the Internet by Friday, March 23, 2007. Before you begin the CHIPS reporting process be sure to read the General Security Agreement found on-line at http://www.in.gov/ssaci/highschool/pdfs/Electronic_security_agreement.pdf .

Please do not send printouts of your CHIPS list or CHIPS Verification Forms (found on-line http://www.in.gov/ssaci/highschool/pdfs/2007-08-52021-CHIPSVerificationForm.pdf) that are completed by the students and parents (should you choose to use them) to SSACI. These are to be kept for your records.

Now more than ever, your participation in this Internet reporting endeavor is crucial to students receiving due consideration for the programs administered by SSACI. In addition as of 2006, colleges may utilize the information that is supplied in the CHIPS database to determine a student's eligibility for the new federal Academic Competitiveness Grant (ACG) program. The time you and your staff spend on this project is greatly appreciated. Thank you for all you do to help students achieve their academic goals and apply for need-based and merit funding to help meet the cost of higher education.

If you have questions about the academic requirements associated with the Core 40 Diploma or Academic Honors Diploma curriculum, need stickers for transcripts or seals for diplomas, please contact the Indiana Department of Education at 317-232-6610.

If you have questions about the CHIPS reporting process, please contact me.

Sincerely,
Kathi Graves
Outreach Coordinator
Phone 317-232-2368
FAX 317-232-3260
E-mail: ahdc40@ssaci.in.gov

High School: «School_Name»
User Name: «UserName»
Password: «Password»